

# FEDLINK Extends End-of-Year Deadlines

FEDLINK will accept authorized transfer pay orders from member agencies up until **4:30 p.m. (ET) on September 27, 2002** and may issue the contracts to fill those orders after October 1, 2002. (See all of the end-of-year-deadlines on page 3.) Although FEDLINK can accept signed interagency agreements (IAGs) for direct pay fees until September 27, 2002, members must meet their agency's deadlines for direct pay orders for Fiscal Year 2002.

"This is latest deadline in FEDLINK's history," said Susan M.

*"This is latest deadline in FEDLINK's history. Now members can take full advantage of any unanticipated surpluses and maximize their agency's information investment."*

—Susan M. Tarr, Executive Director, FLICC

## SEE INSIDE

PAGE 3  
**End-of-Year Schedule for FY2002**

PAGE 4  
**Subscription Purchases Stretch End-of-Year Dollars**

PAGES 6-7  
**OCLC News**

PAGE 7  
**FEDLINK Adds New Vendors**

PAGE 8  
**Federal Libraries and Information Centers, Librarians and Technicians Win FLICC Awards**

Tarr, executive director of the Federal Library and Information Center Committee. "Now members can take full advantage of any unanticipated surpluses and maximize their agency's information investment."

What allows such a late deadline? The answer is the FEDLINK Revolving Fund. One of its major benefits is extended order deadlines. Now, instead of having to fulfill a member's order either by providing services or by issuing delivery orders to vendors prior to the end of the fiscal year, before their funds expire, FEDLINK is able to accept orders up to the last day of the fiscal year and generate delivery orders well into October.

In addition, FEDLINK is also authorized to accept IAGs and amendments by fax, pending receipt of originals via courier service or mail. This reduces the lead time necessary to add funds to purchase information products and services at the end of the fiscal year. "The combination of streamlined practices, outstanding customer service, and best prices makes FEDLINK the right choice for federal libraries and information centers," said Tarr.

## Bona Fide Need is a Factor

To make an end-of-year purchase, member agencies with annual funds may place an order with the revolving fund *while those annual funds are available* and only for a *bona fide need of this fiscal year*. (Subscriptions are the one exception to the "bona fide needs" rule; see page 4.) The revolving fund lifts the requirement that FEDLINK fulfill the customer's order during this fiscal year or contract to fill that order during this fiscal year. The General Accounting Office's *Principles of Federal Law* distinguishes between the limits on a customer agency order and revolving fund fulfillment of the order:

"When entering into a transaction with a revolving fund, the customer agency must apply the various time rules to its own appropriation. Thus, the freedom from time limitations most evident in the case of a public enterprise revolving fund is, in an intragovernmental fund, necessarily circumscribed

see page 2, col. 1

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***—Susan M. Tarr***

by the nature and status of the supporting (customer) appropriations. Specifically, the customer agency must obligate its appropriation within its specified period of availability and for a bona fide need attributable to that period. With respect to performance, the revolving fund is in the same position as any other contractor unless the transaction is governed by a deobligation requirement like that found in the Economy Act.” (Volume IV, March 2002, pp. 15-160-161.)

### **Adding Funds or New Services**

Members may increase the funding in established accounts or begin new services by creating a new IAG, adding funds to a current IAG, or moving money between accounts. Funds can also be used to cover deficits, rejected invoices, or invoices that the vendor has not yet submitted. The deadline to submit a request for these transactions is September 23, 2002.

Member agencies that wish to add new funds to an IAG in transfer pay mode, rather than moving existing funds, will need to return a signed IAG amendment and provide a funds certification for the new amount by September 27. For direct pay increases, where additional fees may be necessary, the agency will need to return a signed IAG amendment and provide a funds certification for the direct pay fee by September 27, 2002. To expedite your end-of-year order, you may send in your direct pay Purchase Order (and any supporting documentation) with your request form instead of waiting to attach it to your IAG amendment.

### **Plan for Money Moves and Refunds**

Before moving or refunding funds, members certify they have spoken with vendors and have enough funds to cover all charges against the account to be reduced. FEDLINK then verifies vendors' concurrence that all outstanding charges are accounted for. Members must be careful not to “spend” any funds intended to be moved or refunded. The deadline to submit a request to move funds is September 27, 2002.

Instead of requesting a refund, members may find it useful to move money into other accounts to cover anticipated expenses. This reduces the likelihood of having to transfer additional Fiscal Year 2002 funds to FEDLINK to

cover deficits at some time in the future. For example, a member might move funds into a serials account to cover supplementals or bill-laters, or into a database account to cover online subscription charges.

Members must request a refund by July 31, 2002. This deadline provides FEDLINK sufficient time to process the request so that members receive their refunds before year end.

### **Procurement Thresholds Remain the Same**

If the funding increase causes an existing account or new service account to go over \$25,000, order requirements must be synopsisized with [www.fedbizopps.gov](http://www.fedbizopps.gov), the new online portal for Federal government procurement opportunities over \$25,000. For procurements over the \$100,000 simplified acquisition threshold, FEDLINK will assist transfer pay members in a formal competition.

Members who anticipate a \$100,000 action or any other action that will require extensive coordination or a formal competition, such as a new serials account, should contact a FEDLINK contracting officer right away. If a direct pay action will cross the procurement thresholds, members need to give their agency's contracting officer enough time to synopsisize any requirements and/or conduct competitions. For details, call FEDLINK Contract Services at (202) 707-0461.

### **FEDLINK Is Ready to Help**

If you would like to review your accounts with Fiscal staff to help plan your end-of-year actions, log onto the FEDLINK electronic fiscal reporting system, ALIX-FS, at <http://lcweb.loc.gov/flicc/fedlacct.html> and then call the Fiscal Hotline to set up a meeting or schedule a conference call. Please use the Transfer Pay Account Adjustment form (available in your Member Handbook or from the Hotline) for all transactions that increase or decrease the funding in your services. Staff members are also creating an online version of this and other account management forms. FEDLINK will announce the availability of these forms by listserv and on the FLICC/FEDLINK Web site (<http://www.loc.gov/flicc/>) as soon as they are in place.

For questions about end-of-year transactions, please contact the FEDLINK Fiscal Hotline at: (202) 707-4900; fax: (202) 707-4999; email: [fliccfo@loc.gov](mailto:fliccfo@loc.gov). ■

# End-of-Year Schedule for FY2002 Accounts

FEDLINK Fiscal Operations (FFO) must receive requests for adding or canceling services, or for adding or transferring funds, by the deadlines noted below to complete necessary IAG activity by the end of FY2002. Requests received after these dates ***cannot be processed*** this fiscal year.

## **REFUND**

Requests for refunds must be received in FFO (to ensure receipt in your agency before September 30, 2002)

**July 31**

## **TERMINATION**

Requests to terminate service before the delivery order expires must be received in FFO

**August 31**

## **ADD NEW SERVICE REQUEST**

Requests to add a new service account must be received in FFO

**September 23**

## **ADD NEW FUNDS REQUEST**

Requests to add new funds to an existing account must be received in FFO

**September 23**

## **RETURN OF SIGNED IAG**

ALL SIGNED IAGs MUST BE RECEIVED IN FFO (no exceptions)

**September 27**

## **MOVE FUNDS**

Requests to move funds to another vendor must be signed and received in FFO

**September 27**

For serials competitions or funding increases over \$100,000, please allow enough time for extensive coordination or a formal competition.

Watch for an upcoming enhancement of online registration to include electronic requests for amendments, possibly by early August. For more information on your account or on the FY2002 End-of-Year Schedule, please contact the FEDLINK Fiscal Hotline at (202) 707-4900.

# Subscription Purchases Stretch End-of-Year Dollars

When thinking of ways to spend your end-of-year funds, consider renewing serials and database subscriptions. Order database subscriptions now and pay for them with funds from the current fiscal year even if they will be delivered during a subscription period that begins after September 30, 2002.

Under federal law and regulations, agencies can prepay for publications in any format. Explicitly, 31 U.S. Code 3324 (d)(2), states: "The head of the agency may pay in advance from appropriations available for the purpose...charges for a publication printed or recorded in any way for the auditory or visual use of the agency." In addition, the Federal Acquisition Streamlining Act's (FASA) provisions on severable services contracts for periods crossing fiscal years apply to database subscriptions. As a result, libraries and information centers can better manage their funds and avoid complications at the beginning of the fiscal year, when often Congress and agencies are still completing the annual appropriations and allocation processes.

Savvy librarians let their managers and budget officers know that extra funds at the end of the fiscal year can be applied legally and wisely to renewing print and electronic subscriptions (and monographs, too). Extra funds at the end of one fiscal year can lead to a preferred cycle where managers routinely budget to renew journals near the end of the fiscal year.

## Never Miss Another Issue

Common practices in the publishing industry can make the timely renewal of journals, newspapers, and other serial publications from one federal fiscal year difficult.

Publishers tend to require payment in advance for serials. While subscription agents prepay publishers and then bill customers, subscription agents cannot renew and pay for subscriptions without a delivery order or purchase order signed by a federal contracting officer. If delivery orders or purchase orders do not arrive on time, subscribers can miss issues and lose the benefit of timely receipt of information. Replacing that critical information via document delivery can be both time consuming and expensive.

The solution is to use end-of-year funds whenever possible to renew journals and start the subscription period in the next calendar year. FEDLINK makes ordering new or renewing subscriptions easy:

*Savvy librarians let their managers and budget officers know that extra funds at the end of the fiscal year can be applied legally and wisely to renewing print and electronic subscriptions (and monographs, too).*

- issue and confirm a renewal list with a subscription agent (already selected competitively; see the online Serials Handbook at <http://www.loc.gov/flicc/mhb/mhbsec6.html>); and
- add funds to your serial account (up until September 27, 2002).

If the title list contains journals that turn out not to be available after October 1, members can instruct a subscription agent to purchase replacement titles and bill against the fiscal year of the original order.

## Log Into Savings

Subscription pricing is available for online, CD-ROM or tape databases, gateways and electronic serials; helps agencies earn volume discounts, predict expenses, control costs; and provides continuity of service into the next fiscal year.

Since prepayment for publications is legal and even encouraged where it is cost-effective, members can prepay online access charges for a fixed period of time, a finite amount of service, and at a fixed price. As with other publications, electronic publications, including databases, can be ordered and paid for with funds from the year the subscription is ordered and delivered over the course of the subscription period across fiscal years or at the beginning of the next fiscal year.

Many FEDLINK vendors offer the subscription pricing option; please refer to the Vendor Services Directory on our web site at <http://lcweb.loc.gov/flicc/prices/eprdisc.html> or contact the vendor's FEDLINK representative for information about specific offerings. (To find company contact information, go to the list of FEDLINK vendors for database retrieval at <http://lcweb.loc.gov/flicc/da.html>.) ■



## Notify FEDLINK to Re compete Serials Requirements

FEDLINK members using the transfer pay option for serials subscription services should consider whether you intend to exercise your option to renew with the incumbent vendor in FY03.

If you decide it is in the best interest of your agency to seek competition, notify the FEDLINK contracting officials immediately. A significant change in the agency's requirements may also make it necessary to re compete.

If you need to seek competition for your transfer pay serials requirements for FY03, please fax an Intent to Compete form with title lists and requirements to Tony Lembo at (202) 707-0485. Copies of the form can be retrieved from the FEDLINK web

site at <http://www.loc.gov/flicc/onlinedoc/online.html>.

If your FY03 requirements are changing, and you are not sure if the changes are significant, call Tony Lembo at (202) 707-0459, or send an email message to [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov) with information about the changes. (Be sure to include your FEDLINK ID!)

Members using serials subscription services in the direct pay mode should also take steps to ascertain whether they have an option to renew.

Contact your contracting official immediately if you need to seek competition. For any other inquiries about your account, please call the FEDLINK Fiscal Hotline at (202) 707-4900. ■

## Electronic Statements Avoid Mail Delays

Washington, D.C. area members have been experiencing extreme mail delays as a result of increased security and irradiation processes. For members in zip codes 20200 through 20599, these delays began in mid-October and some continue to this day.

Suddenly, members could no longer receive their FEDLINK statements, copies of paid invoices or other financial data needed to reconcile their accounts. To meet this challenge, FEDLINK identified and tested several methods so that members could receive the information they needed.

Accounts Payable staff members began by surveying 135 Washington D.C. area members to see if their agency restricted receiving financial statements by email. When most members responded favorably to email, staff members began converting the March 2002 statements into email attachments. To make this process as efficient as possible, staff members collated completed statements and corresponding invoices together for 101 different books, serials and online vendors. Then they scanned all the invoices into a separate database file organized by FEDLINK ID and the month of the statement. Once the scanning was completed, each member received just one email with attachments of all the various statements and invoices related to their single IAG.

Member response was enthusiastic. Confirmation email messages said:

"This process worked fine! Continue to send my statement in this manner."

"Transmission was fine. They are easier to keep track of this way."

"It worked beautifully and I LOVE IT !!!!!"

"All came across fine. Prints out nice!"

"Great job! I did receive the statements and opened them just fine."

For members whose statements were too large to attach to an email message, staff members processed their statement and invoices electronically and then uploaded their data files to a secure and password-protected Web site. Once logged in, members had full access to a .pdf format file containing their statements and invoices which they could then view, print and save with Adobe Acrobat Reader. Staff members are working on more enhancements for this system.

With such a positive response, FEDLINK is now exploring how to enhance the delivery of these new "eStatements" and expand the service to all FEDLINK members. For more information on FEDLINK's new eStatements program, contact Mary Wilson, FEDLINK Fiscal Manager, Head, Accounts Payable Section, by phone on (202) 707-4970 or by email to [marw@loc.gov](mailto:marw@loc.gov). ■

# OCLC NEWS

## Important Financial Deadlines for OCLC Services

To assure appropriate processing within OCLC's and federal fiscal years, be sure to observe the following deadlines. If you need to add new or additional funds to your FEDLINK account, be aware of the FEDLINK Fiscal Operations deadlines (see above). To process OCLC orders, use OCLC's Web page at <http://www.oclc.org/support/forms/> or fax orders to FEDLINK at 202-707-4873. If you have any inquiries or requests, please contact the OCLC team by email at [askocfno@loc.gov](mailto:askocfno@loc.gov) or by phone at 202-707-4800.

- Notify the FEDLINK OCLC team by **August 30, 2002** if you plan to **cancel OCLC services** for Fiscal Year 2003.
- Check your **OCLC account balance** by **August 30, 2002** to make sure you have sufficient funds to cover all FY2002 invoices.
- Place **Local Database Creation** orders (also known as "archive tapes") with FEDLINK by **September 6, 2002**. (This date may change depending on OCLC's workload. Ordering early is the best choice but also verify your funds before submitting final paperwork. OCLC bills when the data is pulled, not when the order is received. Call or email the FEDLINK OCLC team to receive a record count and cost estimate to be sure your funding is accurate.)
- Fax orders for **other OCLC products** and services by **September 27, 2002**. Call the FEDLINK OCLC team to verify they have received your order and have time to process it. FEDLINK cannot guarantee that OCLC will process orders received at OCLC after September 27, 2002 in time for FY2002 billing.
- **Register** for FY2003 OCLC Services in **September 2002**.

For information on your account, please call the FEDLINK Fiscal Hotline at (202) 707-4900.

### Questions:

Call a FEDLINK OCLC Information Specialist at (202) 707-4846, or email us at [askocfno@loc.gov](mailto:askocfno@loc.gov)

### Reminder:

OCLC is on the World Wide Web at <http://www.oclc.org/home>

## FEDLINK Members Elect OCLC Members Council Delegate

FEDLINK and the FLICC Nominating Working Group are pleased to announce the results of the election for a new FEDLINK delegate to the OCLC Members Council. Eleanor Frierson, Deputy Director of the National Agricultural Library, will be a delegate from July 2002 through June 2004.

Frierson joins Carol Bursik, Justice Department, the FEDLINK delegate for 2001-2003.

We wish to thank Frierson and the other candidates: George Barnum, GPO, and Robert Ellett, Joint Forces Staff College. Ellett will serve as second alternate, with Ken Nero, National Labor Relations Board, as first alternate.

Information about the OCLC Members Council is available at <http://www.oclc.org/oclc/uc/>. It serves as part of the OCLC governance structure by electing six trustees to the OCLC Board of Trustees from the Members Council, ratifying amendments to the OCLC Code of Regulations and Articles of Incorporation, and meeting with OCLC management and members of the OCLC Board of Trustees to discuss issues of mutual concern and to make recommendations. By reporting to network members and representing them at three meetings a year at OCLC, it ensures regular and open communication between General Members and OCLC.

## OCLC Names New Cataloging Service

**OCLC Connexion: Integrated Cataloging and Metadata services is the newest member of the OCLC Cataloging and Metadata services family.**

Connexion, pronounced "connection," integrates the functionality previously provided through CORC and CatExpress, as well as many of the features of the OCLC Cataloging service. The new service provides a connection to WorldCat, to other OCLC services, and to other librarians through the process of shared cataloging.

## Demos and Training Available for OCLC Web Cataloging Interface

As an introduction to the July release of OCLC's new Web-based interface for cataloging, OCLC Connexion: Integrated Cataloging and Metadata Services, FEDLINK is offering live demonstrations and hands-on classroom training. Many new timesaving features are available in the new service, such as automated metadata extraction, linked authorities, keyword searching of the authority file, and enhanced save file indexing, to name just a few. The new cataloging service supports cataloging of all types of resources and will eventually replace all OCLC cataloging interfaces. (See OCLC News in the March/April 2002 issue of *FEDLINK Technical Notes* for details.)

For a look at the new interface and the opportunity to ask questions about the system and strategies for migration, attend one of FEDLINK's free demonstrations in the FLICC/FEDLINK offices from 9:00 a.m. - 10:30 a.m. on.

Monday, July 8

Tuesday, July 23

Wednesday, August 21

Tuesday, September 24

For those users who want hands-on practice, FEDLINK is also offering half-day training sessions for \$65.00 per attendee. Training sessions will be on Wednesday, August 28 and Tuesday, September 17. Both sessions run from 9:00 a.m. - 12:30 p.m. Register online at <http://www.loc.gov/flicc/calclass.html>.

For the latest information on the new service, point your browser to OCLC's Strategic Directions Web site (<http://www.oclc.org/strategy/>) and visit "Migrating to the new service" link in the right hand column.

## Internet Access Is Faster and Cheaper

In years past, many FEDLINK member libraries accessed OCLC via dial access. Every July, OCLC charges an annual fee of \$225 for maintaining the dial access account. Because Internet access is both cheaper and faster, most libraries no longer use dial access. For the last several years, FEDLINK has been pro-actively canceling dial access accounts for members who had not used them in the last year.

Some member libraries chose to keep their dial access accounts in case Internet access is interrupted. If necessary, FEDLINK can help a member establish such an account in 24 to 48 hours. If an account is established mid-year, OCLC bills a prorated amount for the account, based on the number of months left in their fiscal year (July-June).

For assistance with switching to Internet access, opening a dial access account or researching passwords, please email FEDLINK's OCLC Team for a consultation at the [askocfno@loc.gov](mailto:askocfno@loc.gov) or call 202-707-4800. ■

## FEDLINK Adds New Vendors

FEDLINK is pleased to announce the addition of several new vendors. (The FEDLINK vendor ID and the vendor's URL appear after the vendor's name.)

### Daily News Publishing Co. (DN)

<http://www.rapsheets.com>

Daily News Publishing offers Rapsheets.com, one of the nation's leading providers of online criminal records derived from public record information. Subscribers can search more than 50,000,000 U.S. criminal records. Rapsheets.com aggregates its criminal records directly from state and local courts, law enforcement agencies, administrative agencies and corrections departments.

### Michigan Library Consortium (MC)

<http://www.mlcnet.org>

The Michigan Library Consortium offers OCLC training in OCLC communications and access methods; searching the OCLC WorldCat database, authority files, reference databases, and other files; performing copy cataloging, original cataloging and interlibrary loan via the system; and administering OCLC services such as Firstsearch.

### Outsell, Inc. (OS)

<http://www.outsellinc.com>

Outsell provides an exclusive focus on both the supply and demand sides of the information content industry and offers high-quality analysis and advice about every aspect of the content marketplace. Outsell offers access to its proprietary data about the information content industry with profiles on more than 2,500 commercial vendors and 11,000 content users. Outsell may be used to derive strategies for federal institutions that need an articulate, concrete way to understand user requirements and procure cost-effective information services.

### PALINET (PA)

<http://www.palinet.org>

PALINET offers to provide training in OCLC communications and access methods; searching the OCLC WorldCat database, authority files, reference databases and other files; performing copy cataloging, original cataloging, and interlibrary loan via the system; and administering OCLC services such as FirstSearch.

### Standard and Poor's IMS (SP)

<http://www.sandp.com>

Standard and Poor's, a division of the McGraw-Hill Companies, is offering several databases: Compustat, Research Insight (North America and Global resources), Asian Market Insight, European Market Scope, Global Markets and Market Insight with options of Execucomp, Standard and Poor's Corporation Records and Register, and Mergerstat Historical Mergers and Acquisitions. Twelve month subscriptions are available.

For more information on these vendors, contact Jim Oliver, FEDLINK's Vendor Services Coordinator, by email at [joli@loc.gov](mailto:joli@loc.gov) or by phone on (202) 707-4960. ■

# Federal Libraries and Information Centers, Librarians and Technicians Win FLICC Awards

The Federal Library and Information Center Committee (FLICC) announced the winners of its national awards for federal librarianship at the 19th Annual FLICC Forum on Federal Information Policies on March 19 at the Library of Congress in Washington, D.C. The awards recognized the many innovative ways that federal libraries, librarians and library technicians fulfill the information demands of government, business, scholarly communities and the American public.

The award winners and their supervisors were honored at a ceremony preceding the annual Forum. General Donald L. Scott, Deputy Librarian of Congress, presented an award to each winner, who then made a few remarks. The winners' names will also remain on permanent display in the FLICC offices at the Library of Congress.

Federal libraries and staff throughout the United States and abroad competed in three award categories for the fourth annual FLICC Awards. The winners' efforts are presented below.

## 2001 Federal Library/Information Center of the Year



**The National Defense University Library** was recognized for its high level of customer service, the development of outstanding collections in support of the university's mission and its extraordinary reference services. In 2001, the library began offering distance learning students digital library access, digitized the personal papers of the Joint Chiefs of Staff, and increased the library's visibility through exhibits, tours and lectures, as well as high quality on-site and remote services.

## 2001 Federal Librarian of the Year

An abundance of highly qualified librarians with outstanding, innovative and sustained achievements in 2001 resulted in a tie for this category:



**Pamela Dawes, Director, Haskell Library, Haskell Indian Nations University, Lawrence, Kansas**, was recognized for conscientious and enthusiastic leadership in expanding and improving library services to the Haskell Indian Nations University. In 2001, she acquired supplemental

funding grants and donated resources for the library that total more than \$90,000. She initiated an aggressive acquisition program that increased holdings by 700 titles and created an American Indian language tapes collection. Her commitment to excellence increased the Haskell Library's usage by 21 percent last year, and her advocacy efforts have led to enhanced accessibility for patrons with disabilities.



**Lynne C. Tobin, Chief, Reference Library, National Imagery and Mapping Agency, Bethesda, Md.**, was recognized for her active and innovative leadership in expanding a small reference collection into a full-fledged branch of the National Imagery and Mapping Agency (NIMA) reference library. In 2001, she directed the retrospective conversion of legacy textual materials and loaded them into NIMA's new Voyager ILS. Her efforts have improved access via employees' workstations to texts and maps that are currently cataloged following MARC standards. The bibliographic instruction program and training materials she initiated are now recognized by the NIMA College.

## 2001 Federal Library Technician of the Year



**Leslie Yeakley, Library Technician, DTIC Technical Library, Defense Technical Information Center, Fort Belvoir, Va.**, was recognized for her proactive work ethic exemplified by her consistent enthusiasm, initiative, tenacity and resourcefulness. In 2001, she served as the only DTIC library staff member for several months while at the same time testing software to map COSATI-format bibliographic records to the MARC format. She is also recognized for balancing her excellent technical competencies with a strong personal commitment to providing customer service. Patricia E. Tellman, Library Technician, Base Library, Naval Air Station, Fort Worth, Texas, received an honorable mention.

Information on the 2002 Award program will be announced later this summer. For the latest information on the awards, interested parties may refer to the FLICC Web site, <http://lcweb.loc.gov/flicc/wg/wg-award.html>, where information regarding the 2002 nomination packet will be posted on the "What's New" section as soon as it becomes available. ■



# FLICC/FEDLINK CALENDAR KEY

<sup>1</sup> **FEDLINK TRAINING CLASS:** REGISTRATION IS MANDATORY. CALL (202) 707-4848.

<sup>2</sup> **THE FEDLINK TRAINING ROOM** IS LOCATED AT THE LIBRARY OF CONGRESS, ADAMS BLDG., ROOM 216, 2ND ST. AND INDEPENDENCE AVE. SE, WASHINGTON, D.C.

<sup>3</sup> **FLICC EDUCATIONAL PROGRAM:** REGISTRATION IS MANDATORY. CALL (202) 707-4800, UNLESS INSTRUCTED OTHERWISE IN THE CALENDAR LISTING.

<sup>4</sup> **PREREQUISITES** FOLLOW:

- **ALTERNATIVE WEB**—PREREQUISITE: "FINDING IT" OR EXPERIENCE SEARCHING.
- **CATALOGING INTERNET RESOURCES USING CORC**—PREREQUISITE: KNOWLEDGE OF CATALOGING PRINCIPLES AND THE MARC FORMAT. EXPERIENCE CATALOGING LIBRARY MATERIALS AND USING NETSCAPE OR INTERNET EXPLORER.
- **CATALOGING MICROENHANCER**—PREREQUISITE: UNDERSTANDING OF THE MARC FORMAT AND CATALOGING PRINCIPLES, INTRODUCTION TO SEARCHING OCLC OR EQUIVALENT EXPERIENCE.
- **COPY CATALOGING ON OCLC**—PREREQUISITE: INTRODUCTION TO SEARCHING OCLC.
- **CORC PATHFINDERS**—PREREQUISITE: EXPERIENCE USING NETSCAPE OR INTERNET EXPLORER.
- **FINDING IT: INTRODUCTION TO RESEARCH ON THE WORLD WIDE WEB**—PREREQUISITE: EXPERIENCE USING THE WORLD WIDE WEB.
- **OCLC AUTHORITIES**—PREREQUISITE: INTRO TO SEARCHING OCLC; COPY CATALOGING ON OCLC
- **OCLC CONNEXION OVERVIEW**—INTRO TO SEARCHING OCLC; COPY CATALOGING ON OCLC; KNOWLEDGE OF CATALOGING AND THE MARC FORMAT
- **ORIGINAL CATALOGING ON OCLC**—INTRO TO SEARCHING OCLC; KNOWLEDGE OF CATALOGING PRINCIPLES AND THE MARC FORMAT
- **WEB INTERFACE TO THE OCLC ILL SUBSYSTEM**—PREREQUISITE: INTRODUCTION TO SEARCHING OCLC.
- **SEARCHING AND ADMINISTERING FIRSTSEARCH**

FOR INFORMATION ON COURSES NOT APPEARING IN THIS EDITION OF THE CALENDAR, VISIT THE FLICC/FEDLINK WEB SITE AT [HTTP://WWW.LOC.GOV/FLICC](http://www.loc.gov/flicc).

REQUEST ADA ACCOMMODATIONS FIVE BUSINESS DAYS IN ADVANCE AT (202) 707-6362 TTY OR [ACA@LOC.GOV](mailto:ACA@LOC.GOV).

## JULY

- 8 OCLC CONNEXION DEMO<sup>1</sup>**  
9:00AM - 10:30AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 9 INTRODUCTION TO SEARCHING OCLC<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—REGISTRATION REQUIRED
- 10 WEB INTERFACE TO THE OCLC ILL SUBSYSTEM<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 11 COPY CATALOGING ON OCLC<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 12 OCLC CATALOGING MICROENHANCER<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 16-17 SERIAL HOLDINGS WORKSHOP<sup>3</sup>**  
9:00AM - 4:00PM  
LIBRARY OF CONGRESS  
\$185—REGISTRATION REQUIRED
- 22-26 THE INSTITUTE FOR FEDERAL LIBRARY TECHNICIANS<sup>3</sup>**  
9:00AM - 4:00PM  
LIBRARY OF CONGRESS  
MUMFORD ROOM (6TH FLOOR)  
\$250—REGISTRATION REQUIRED
- 23 OCLC CONNEXION DEMO<sup>1</sup>**  
9:00AM - 10:30AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 24 FEDLINK VENDOR BRIEFING: DIALOG CORPORATION**  
9:30AM - 11:00AM  
NATIONAL DIGITAL LIBRARY LEARNING CENTER  
LIBRARY OF CONGRESS—MADISON BUILDING  
FREE—REGISTRATION REQUIRED
- 31 SEARCHING AND ADMINISTERING FIRSTSEARCH<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125

## JULY/AUGUST

### 30-2 CATALOGING CONCEPTS: DESCRIPTIVE CATALOGING<sup>3</sup>

9:00AM - 4:00PM

LIBRARY OF CONGRESS

WEST DINING ROOM (6TH FLOOR)

\$250—REGISTRATION REQUIRED

## AUGUST

### 6 FINDING IT: INTRODUCTION TO RESEARCH ON THE WORLD WIDE WEB<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 13 HOW TO USE FEDLINK IN FY2003<sup>3</sup>

9:00AM - 12:00NOON

LIBRARY OF CONGRESS

FREE—REGISTRATION REQUIRED

### 13 CATALOGING INTERNET RESOURCES USING CORC<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 14 CORC PATHFINDERS<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 21 OCLC CONNEXION DEMO<sup>1</sup>

9:00AM - 10:30AM

FEDLINK TRAINING ROOM<sup>2</sup>

FREE—REGISTRATION REQUIRED

### 22 ORIGINAL CATALOGING ON OCLC<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 23 OCLC AUTHORITIES<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 28 OCLC CONNEXION OVERVIEW<sup>1</sup>

9:00AM - 12:30PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$65—PREREQUISITE REQUIRED<sup>4</sup>

## SEPTEMBER

### 9 SEARCHING AND ADMINISTERING FIRSTSEARCH<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125

### 10 INTRODUCTION TO SEARCHING OCLC<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—REGISTRATION REQUIRED

### 10 FEDLINK VENDOR BRIEFING: DAILY NEWS PUBLISHING

9:30AM - 11:30AM

1:30PM - 3:30PM

NATIONAL DIGITAL LIBRARY LEARNING CENTER

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### 11 COPY CATALOGING ON OCLC<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 12 WEB INTERFACE TO THE OCLC ILL SUBSYSTEM<sup>1</sup>

9:00AM - 4:00PM

FEDLINK TRAINING ROOM<sup>2</sup>

\$125—PREREQUISITE REQUIRED<sup>4</sup>

### 12 FEDLINK VENDOR BRIEFING: GALE GROUP

9:00AM - 12:00NOON

1:00PM - 4:00PM

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*FEDLINK Technical Notes* is published by the Federal Library and Information Center Committee. Send suggestions of areas for FLICC attention or for inclusion in *FEDLINK Technical Notes* to:

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Federal Library and Information Center Committee

Library of Congress

101 Independence Avenue SE

Adams Bldg., Room 217

Washington, DC 20540-4935

FLICC/FEDLINK:

Phone (202) 707-4800 • Fax (202) 707-4825

FEDLINK Fiscal Operations:

Phone (202) 707-4900 • Fax (202) 707-4999

Email: [fliccfpe@loc.gov](mailto:fliccfpe@loc.gov) • Web Site: <http://lcweb.loc.gov/flicc>

**Executive Director:**

Susan M. Tarr

**Editor-In-Chief:**

Robin Hatziyannis

**Editorial Assistant:**

Mitchell Harrison

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# Web Citings

## White Paper Examines Web Information Use

Factiva has released a new white paper entitled "Free, Fee-Based and Value-Added Information Services," which considers the quality, availability, and value of information on free Web sites, fee-based Web sites, and value-added information services. Through the findings of the Super Information About Information Managers study, conducted by Outsell, Inc. (see page 7) and commissioned by Factiva, Dialog, and KPMG, it is noted that of surveyed knowledge workers, 62 percent believe any information is available on the Web. But new research shows more than two-thirds of publications used most often by knowledge workers either do not have Web sites or do not offer their material on the Web for free. The white paper determines that high quality business information on the free Web is not nearly as available as perhaps thought to be. And though information may be free, searching the Web costs companies employee work time. (According to Outsell, Inc., American companies spend \$107 billion a year paying their employees to

search for external information.) The study concludes that value-added information services provide better information with access to both current awareness content and archives for continuous availability. A free copy of the white paper is available on the Web at: <http://www.factiva.com/>.

## OMB Offers Online FAIR Act Resources

The Office of Management and Budget (OMB) developed a Web page (<http://www.whitehouse.gov/omb/procurement/fair-index.html>) to assist the public in its review and understanding of the inventories of commercial activities that agencies have developed under the Federal Activities Inventory Reform (FAIR) Act.

The FAIR Act directs federal agencies to issue an annual inventory of all commercial activities performed by federal employees, e.g., those activities that are not inherently governmental. OMB reviews each agency's commercial activities inventory and consults with the agency regarding its content before the agency submits it to Congress and the public. With completion of the inventory process, including challenges and appeals, the FAIR Act requires agencies again to review the activities on the inventory.

Also available on the Web site are OMB Circular A-76 and its latest transmittal memoranda, an A-76 supplemental handbook and lists of agency Web sites for the inventory release by year. ■

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